

CENTRAL MANAGEMENT SERVICES

PERSONNEL DEPARTMENT

The Personnel Department serves all of the employees of the Town that are appointed by the Board of Selectmen, the Town Manager, the Comptroller, the Town Treasurer, the Town Clerk, and the Board of Assessors. The purpose of the Department is to administer the Town's compensation and benefits programs. Additionally, the Department deals with a wide variety of issues relative to quality of life in the workplace and seeks to improve the effectiveness of town services by recruiting the best employees and reviewing and improving the Departments' organizational structure.

The Department handled fifty-seven personnel transactions relating to a myriad of positions. This includes retirements, resignations, promotions, vacancy postings and advertisements, interviewing, selection, and enrollment of new employees. The Town had twenty-six new hires and seven promotions in the year 2005.

The Personnel Department continues to be a very busy department. In the early spring, the Town completed its first fully delegated civil service assessment center for use in the appointment of a Fire Chief. The process resulted in the selection of Allan P. McEwen. Chief McEwen took over for retired Fire Chief Richard Maimone.

For the second year in a row, the department ran the wellness program for town employees called Go Walking. The program, sponsored by the Town and Blue Cross/Blue Shield, is a structured walking program that provided free pedometers to over seventy-five Town employees from all departments in the Town. Blue Cross/Blue Shield also sponsored a specialized program for our Public Works employees entitled "For Men Only". The workshop covered a multitude of health issues and was received very positively by the employees. The Director plans to actively pursue any funds available to the Town from our health insurance carriers for wellness programs to continue to improve the health and well being of our town employees.

The Department saw completion of its fully audited health insurance database system allowing for greater auditing control and budget projection for enrollee costs. The Department also fully transitioned enrollment actions from paper to web based systems through Blue Cross and Blue Shield and Harvard Pilgrim.

In the fall, the Personnel Department prepared and successfully submitted the Town's highly complex Medicare Part D subsidy application involving about 800 of our health insurance enrollees. The Department did this without the use of outside consultants for a savings of over \$10,000.

In 2006, the Department of Personnel will continue to search for ways to improve the morale and

health of our employees without adding a financial burden to the Town. We will also continue to audit our policies and practices to ensure compliance to various collective bargaining agreements and the myriad of employments laws.

Affirmative Action

The Town of Arlington has established the following mission statement relative to Affirmative Action:

The Town of Arlington recognizes its legal obligation and moral responsibility to provide Equal Employment Opportunity to its employees and potential employees. The Affirmative Action Advisory Committee, a volunteer committee appointed by the Town Manager, is committed to the Affirmative Action program to prevent discriminatory employment practices. The Committee assists the Town in implementing its Affirmative Action Plan which creates the mechanism and sets the standards by which Equal Opportunity and Affirmative Action will be assured.

The Affirmative Action Advisory Committee (AAAC) meets monthly on the 2nd Wednesday, throughout the year, in the Town Hall Annex. The Committee meetings are open to the public and public attendance is encouraged.

Throughout 2005, the Committee reviewed monthly reports from the Director of Personnel/Affirmative Action Officer regarding employment opportunities for the Town. The principal focus of the Committee is to ensure that people of all races and ethnic backgrounds are given equal opportunity to apply for and receive positions of employment here in Arlington. The Committee continues to try to increase the number of minority and female applicants for positions of employment by communicating with the population at large through posting Town positions in publications that serve different minority communities in the area. The Committee continues to strategize about new and inventive ways in which to attract qualified minority applicants.

The Committee closely monitors minority and female participation in all construction projects of over \$200,000. Communicating with the general contractor at the beginning of such projects is essential. In 2005, the Committee worked cooperatively with the Town's Purchasing Officer, Domenic Lanzillotti, to strategize on effective ways to communicate with companies that have been awarded Town of Arlington projects. This has resulted in a greater awareness of the Town bylaw on construction projects and requirements with regard to female and minority participation goals. Ongoing and future projects include the completion of

CENTRAL MANAGEMENT SERVICES

the Dallin School and Curb/Sidewalks and Spy Pond storm water improvements.

In addition to meeting with the Town's Purchasing Officer, the Committee continues to meet with Town Department heads to reinforce the message of Affirmative Action Plan as well as offer their support in enhancing Affirmative Action opportunities within the Town. The Committee most recently met with our newly appointed Fire Chief, Allan McEwen.

The Committee looks forward to working on many projects in 2006. One of these projects is the completion of an updated Affirmative Action Plan which the Committee started work on in 2005.

Any person interested in this issue of Affirmative Action and Equal Opportunity Employment is encouraged to contact the Affirmative Action Officer at 781-316-3121 or email Caryn Malloy at cmalloy@town.arlington.ma.us.